



RECORDS CLERK II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of specialized and technical clerical and public contact duties for various Police Department areas, other law enforcement agencies, related criminal justice offices and the general public.

Distinguishing Characteristics:

This is the full journey level class within the Records Clerk series. Employees within this class are distinguished from the Records Clerk I by the performance of the full range of duties including varied and complex file maintenance responsibilities. Assignments are generally limited in scope, and duties are standardized and within clearly defined procedural guidelines. Judgement is needed in selecting the most practical and expedient course of action within established guidelines.

Supervision Received and Exercised:

Receives functional supervision from Police Records Supervisor and general supervision from other department supervisors or other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist general public, departmental personnel and representatives from other agencies in obtaining police related information.
- Review, scan and process police related documents and responses to requests for documents from various department areas for quality.

*Effective November 1988
Revised February 1999
Revised July 2001 (range adjustment)
Title change January 2002
Revised March 2006 (change duties)*

CITY OF TEMPE
Records Clerk II (continued)
Police Department

- Review and accept properly served subpoenas; process subpoenas for Police Department personnel; accept fees for accident reports, other police related documents, warrant - prisoner bonds, boot removals and fingerprint services.
- Process arrest data and mail requests and review responses for quality; complete daily productivity reports.
- Organize materials according to priority; refer to established procedural guidelines in carrying out assignments.
- Maintain and produce police related documents for various reviews; distribute printed copies; update various police reports; access, enter data and update local, state and federal computer data bases.
- Complete mandated state and federal monthly validations of all Police Department entries into state and federal databases.
- Operate local, state and federal computer terminals; file and retrieve police related documents; operate document imaging scanner, microfilm reader/printer and fax machines; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Review Tempe Municipal Court arrest warrants and data entry into statewide law enforcement database for quality. Modify warrant entry as directed; remove served warrants as directed. Confirm warrant validity on request from other law enforcement agencies.
- Ensure proper disposal of confidential materials; request service as needed.
- Compose and type correspondence as necessary.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of full-time, general clerical work experience, preferably in a law enforcement environment.

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CITY OF TEMPE
Records Clerk II (continued)
Police Department

Training:

Equivalent to the completion of the twelfth grade.

Licenses/Certifications:

Terminal Operator Certification awarded by Arizona Department of Public Safety, Arizona Criminal Justice Information System Division within six months of employment.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1222

FLSA: Non-Exempt